

DDI NOTICE
No. 90-1

DDI N 90-1
14 July 1975

CABLE PREPARATION

25X1A

Reference: (1) [REDACTED] (12 April 1968)
(2) [REDACTED] (6 April 1967)

I. Introduction

This notice prescribes instructions for the preparation, release, and coordination of cables originating in this Directorate.

II. Use of Indicators

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Special indicators have been designated [REDACTED] for use by specific DDI components to identify the action office and to control the dissemination of cable traffic. These indicators should be used to ensure that the Cable Secretariat makes distribution of cables to the appropriate office. They are to be used regardless of releasing authority.

III. Release and Coordination of Cables

The guidance provided in references should be reviewed for overall authorities. References are not clear on Directorate authority to release administrative cables. The following guidance applies:

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(a) Cables involving administrative matters not having an impact [REDACTED] may be released within the Directorate with coordination in the appropriate DDO division. These include such things as career service matters, requests for personal assistance from DDI representatives during TDY travel, advice of next Headquarters assignment of personnel, etc.

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(b) Administrative cables having an impact [REDACTED] must be released by the DDO division or SSA/DDA. These include official matters dealing with TDY travel, assignments [REDACTED] financial matters, etc.

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[REDACTED]
EDWARD W. PROCTOR
Deputy Director for Intelligence

Distribution "A"

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DD/I NOTICE
No. 90-100-1

DD/I N-90-100-1
14 April 1954

USE OF TELECON FACILITIES

1. It has been brought to my attention that recent telecons with overseas DD/I offices have been used for the discussion of personnel and administrative matters. Such a practice circumvents prescribed channels, prevents orderly and automatic distribution of information, and causes confusion.

2. The routine telecons were established for the informal exchange of technical and substantive intelligence only, and all participants must adhere to this principle or the channel will be terminated. In the extremely unlikely event that it should become necessary to discuss administrative, personnel or other matters bearing on policy, current operations, etc., on a telecon the material in question must be coordinated with the appropriate DD/P area division, a representative of the division must be present at the conference, and an agenda must be cabled in advance to assure the presence of the appropriate personnel in the field.

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ROBERT AMORY, JR. |
Deputy Director/Intelligence

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S E C R E T

THIS NOTICE EXPIRES 1 AUGUST ¹⁹⁶⁰~~1959~~

DD/I NOTICE
NO. 90-100-1

DD/I N 90-100-1
21 July 1958

HANDLING OF CRITICAL INTELLIGENCE

Reference: DCID 1/8, dated 29 April 1958 (W/annexes)

1.

The need for prompt action in reporting and transmitting critical intelligence to the highest authorities in the government has prompted the IAC to adopt certain procedures for handling critical intelligence. These procedures will become effective July 21001Z 1958.

2.

All IAC collection agencies have received instructions concerning the new reporting procedures and guidance for identifying intelligence "indicating a situation or pertaining to a situation which affects the security or interests of the United States to such an extent that it may require the immediate attention of the President." Field collectors and originators of messages containing critical intelligence will use the designator CRITIC on those messages.

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3.

Each reporting agency will use its normal communications channels during the initial period following 21 July.

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4.

The CIA Watch Office will be the focal point in CIA for the receipt of CRITIC messages. The CIA Watch Officer will immediately notify appropriate individuals of the receipt of a CRITIC message. The information will be forwarded immediately to General Goodpaster's office in the White House (Executive Assistant to the President for Administrative Affairs) upon direction of the DCI, DDCI, DD/I, AD/CI or their designated representative. A copy of all CRITIC messages will be forwarded to the DD/I's office.

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S E C R E T

S-E-C-R-E-TDD/I NOTICE
No. 90-400-1DD/I N-90-400-1
13 April 1954USE OF CABLE FACILITIES

1. All offices are directed to make a positive effort to reduce cable traffic in line with the Director's policy of cutting the agency's total cable load by 25%. The responsibility for this reduction rests primarily with the cable originator, but is shared also by the authenticating officer and releasing officer. In this regard, it should be noted that the authenticating officer and releasing officer certify, by signing a cable, that its subject matter is so urgent that transmission by cable is necessary.

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2. The standard agency dispatch, [REDACTED] provides a sufficiently rapid transmission medium for a high proportion of communications, particularly of an administrative nature, and should be used whenever possible. Many administrative items which are transmitted by cable could be sent by dispatch if adequate plans were made in advance. The essential details of a TDY trip, for example, are generally known well in advance and a flurry of cables immediately before departure frequently could be avoided by more complete staff work.

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[REDACTED]
ROBERT A. MOY, JR.
Deputy Director/IntelligenceS-E-C-R-E-T

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DD/I NOTICE
No. 90-400-2

DD/I-N-90-400-2
10 March 1955

CABLE TRAFFIC

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1. Constant efforts are being made throughout the Agency to cut down the volume of cable traffic insofar as possible. The newly inaugurated [REDACTED] described in DD/I Notice 110-120-5 is one means of accomplishing this cutback.

2. It is also the feeling of this office that additional care in the preparation of cables would result in worthwhile savings. In view of the extremely high cost of cables to the field, even minor economies in drafting them can result in substantial cumulative savings in cable tolls. Therefore, all personnel responsible for the drafting of cables should remember the following points:

a. Consider whether a cable is actually required or whether a memorandum to the field will serve. Necessity for speed is the only factor which justifies the use of cables.

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b. Cables should be edited to eliminate unnecessary articles, connectives and punctuation not essential to the clarity of the thought expressed. CIA Controlled Distribution Handbook [REDACTED] dated 25 June 1954 gives some excellent samples of edited cable drafts showing worthwhile word savings.

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c. In preparing a cable, also use the shortest words possible and eliminate phrases and words which may be safely assumed to be implied. Appendix A of [REDACTED] lists some abbreviations and shortened terms that can be used in cables to cut their length without reducing their clarity. Even such contractions as "Sov" for "Soviet" or "commie" for "communist" will save money.

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[REDACTED]
ROBERT AMORY, JR.
Deputy Director/Intelligence

S-E-C-R-E-T

DD/I NOTICE
NO. 90-400-3

DD/I N-90-400-3
17 October 1955

CABLE TRAFFIC

A recent Clandestine Services Notice is reproduced here in its entirety for information and compliance by all DD/I components.

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ROBERT AMORY, JR.
Deputy Director/Intelligence

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